

## 2022 ANNUAL EEO PUBLIC FILE REPORT

The KBOO Foundation

Station: KBOO (FM-NCE), Portland, OR

Reporting Period: September 21, 2021 – September 20, 2022

No. of Full-time Employees: 5 – 10

During the Reporting Period, two full-time positions were filled. The information required by FCC Rule 73.2080(c)(6) is provided in the charts that follow.

### INITIATIVES

The employment unit engaged in the following broad outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

*Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting.*

The Program Director, Public Affairs Director, and Volunteer Coordinator attended the National Federation of Community Broadcasters conference on June 27 & 28, 2022. Sessions attended include Creating and Maintaining Digital Libraries, Harnessing the Power of Volunteers, Finding and Using Data, Wellness in the Workplace, Ask an Attorney: Organizational Issues, The FCC, and Copyrights, and Ask an Attorney: Underwriting Issues.

The Program Director attended the Sound Path AIR classes: Behind The Mic - Primal Voice on October 3, 10, 17, 24, & 30, 2021, and Behind the Mic 2 - Channeling your authentic voice on February 6, 13, 20, & 27, 2022. The courses were designed to improve voice work and writing copy to sound more authentic on the air.

The Program Director attended the Glasscock School of Continuing Studies - Volunteer Management Academy on October 10 and November 11, 2021. Attendees studied the principles of effective leadership and management techniques essential to the lasting success of a solid volunteer program. They explored the key elements of volunteer administration to prepare an organization to properly utilize volunteers and develop human resources

management policies for volunteer programs, including recruitment, training, motivation, retention and evaluation.

The Program Director attended the NFCB Webinar on Sound Exchange Reporting. The webinar covered what community stations need to know about Sound Exchange reporting.

The Chief Engineer attended the Public Radio Engineers Conference on April 21 & 22, 2022. The conference covered a wide-range of broadcast engineering topics (transmitters, studio infrastructure, STLs, and more).

The Chief Engineer attended the National Association of Broadcasters Conference: April 23–27, 2022. The conference covered all kinds of media production, technology and broadcasting.

The Data Coordinator attended the Equity Requires Action interactive panel discussion on November 17, 2021. The discussion was designed to lead to real actions to create more equitable workplaces, schools, nonprofits and communities.

*Sponsorship of at least two events in the community designed to inform and educate members of the public as to employment opportunities in broadcasting.*

KBOO held 14 volunteer orientation sessions, with an average attendance of 5 individuals.

During the one-hour orientation we cover KBOO's history and organizational structure, how the work is organized into departments, and how to access information about available trainings, and station volunteer needs. We also cover community expectations, conflict resolution, and our program mission. The Volunteer Coordinator then sets appointments with each attendee to assess how to best get them started volunteering in a role that they are able to fill, that fits with their schedule, and that offers a path to building the skill set they desire for radio or office work.

KBOO offers free training courses that prepare community members both to volunteer at KBOO and also to pursue employment in radio broadcasting and production (as a number of our former volunteers have). The following recap includes all trainings offered between September 21, 2021, and September 20, 2022:

- FCC Basics: Legal Issues in Radio, 1 hr training, 143 attendees
- Intro to Audio Editing, 1 hr training, 26 attendees
- Intermediate Audio Editing, 2 hr training, 9 attendees

- Board Operator Refresher Training, 2hr training, 10 attendees
- News Editing in Audacity, 1 hr training, 3 attendees
- Writing for Radio, 1 hr training, 20 attendees
- Pitching for Membership Drives, 0.5 to 1 hr trainings, 13 attendees
- Newsroom Orientation, 0.5 hr orientation, 18 attendees
- Programmer Orientation, 1 hr training, 12 attendees
- Spinitron Training, 1 hr training, 17 attendees
- Voicing and Audio Editing, 1 hr training, 2 attendees

*Provided **training** to management-level personnel on methods of ensuring equal employment opportunity and preventing discrimination.*

CPB Preventing Harassment and Discrimination Training  
 Each staff member complete the online training module between May and September 2022  
 1.5 to 2 hour self-guided training  
 The training shared real-life experiences of harassment and discrimination, teaching staff about the different sorts of protected classes of personnel, and how to recognize, prevent, and interrupt harassment and discrimination.

## POSITIONS FILLED

DATE OF HIRE	JOB TITLE	RECRUITMENT SOURCE REFERRING HIREE
April 5, 2022	Volunteer Coordinator	Word of Mouth
July 7, 2022	Full-charge Bookkeeper	Facebook

## INTERVIEWEE REFERRAL SOURCE SUMMARY

Number of Persons Interviewed: 6

Recruitment Sources Used in Preceding Year	Number of Persons Interviewed that the Source Referred
Word of Mouth	1
KBOO Website	1
KBOO Facebook Page	1
KBOO Monthly Newsletter	1
Linked-in	1
Macslis	1

## RECRUITING SOURCES USED

### Volunteer Coordinator

KBOO Website and Monthly Newsletter	Linked-In
Grassroots Radio Conference Listserve	Indeed
CPB	Facebook
NFCB Listserve	Open Signal (local cable-access studio)
Macslis	Portland Community College
Handshake	

### Full-Charge Bookkeeper

Linked-in	Facebook
KBOO Website and Monthly Newsletter	Grassroots Radio Conference Listserve
Idealist	Macslis
Non-Profit network	Open Signal (local cable-access studio)

**No source requested that it be notified of job vacancies**